

## **Chapter 19.5 STREETS, SIDEWALKS AND OTHER PUBLIC PLACES\***

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**\*Cross references:** Animals, Ch. 5; buildings, Ch. 7; mass gatherings, Ch. 12; parks and recreation, Ch. 16; planning and development, Ch. 17; zoning, Ch. 21.

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### **Article I. In General**

Secs. 19.5-1--19.5-25. Reserved.

### **Article II. Road Name and Address Display**

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## **ARTICLE II. ROAD NAME AND ADDRESS DISPLAY**

### **Sec. 19.5-26. Title.**

This article shall be known and may be cited as the Addressing and Road Naming Ordinance of Rowan County.  
(Res. of 10-15-01, § 1)

### **Sec. 19.5-27. Purpose and intent.**

The purpose and intent of this article are to provide a uniform system of road addresses for all properties and buildings throughout the county in order to facilitate the provision of adequate public safety and emergency response services and to minimize difficulty in locating properties and buildings for public service agencies and the general public.  
(Res. of 10-15-01, § 2)

### **Sec. 19.5-28. Definitions.**

The following words and phrases when used in this article shall have the meanings respectively ascribed to them in this section.

*Address duplication* means instances where one (1) or more structures utilizes the same road address.

*Address program administration* means the planning department shall be responsible for the administration of this article.

*Block* means a unit of measurement typically defined as five hundred twenty-eight (528) feet (1.10 mile) of linear distance for a road consisting of an odd and even numbered side of the road.

*Block range* means systematic division of the linear distance of a road and conversion into a series of blocks.

*Block range inconsistency* means structure or lot that exhibits a road address that does not coincide with the designated block range, e.g. a residential dwelling with a road address of 123 Apple Street is located in the 400 block of Apple Street.

*Building* means a structure having a roof supported by columns or walls for the shelter, support or enclosure of persons, animals, chattels, or equipment. When separated by division walls from the ground up without openings, each portion of such building may be deemed a separate building. For the purposes of this article, the term "building" may also include other manmade structures.

*Driveways* means typically a private means of ingress, egress and regress providing access from a road, to a building, use or structure on that lot.

*Odd/even conflict* means situations where a structure or lot displays an address in conflict with the established sequence of addresses for a road, e.g. a residential dwelling with a road address of 123 Apple Street is located in evenly numbered side of Apple Street.

*Planning department* means the planning division of the county environmental services department.

*Road* means a public or private one-way or two-way road for ingress and/or egress. Such road may be of various types including frontage road, rear access roads, roads with cul-de-sacs, and dead-end roads. For purposes of this article, all driveways providing access to any combination of residential, commercial, or industrial property which have three (3) or more structures shall be considered a road.

*Road address* means the combination of numbers and road name assigned by the planning department which uniquely identifies a particular building or lot based on its location within a block range.

(Res. of 10-15-01, § 3)

#### **Sec. 19.5-29. Official road names, addresses and identification.**

(a) The road names in the Master Street Address Guide (MSAG) maintained by the county telecommunications department are hereby declared the official names of these roads, unless changed due to duplication or conflict by action of the county commissioners. The planning department is hereby authorized to determine the need for road name changes and to recommend such changes to the county commissioners.

(b) The addresses on file and maintained by the planning department shall be the official road address for every structure governed by this article. The planning department is hereby authorized to recommend correction of road addresses to the board of commissioners in situations of duplication, inconsistency with block, range, odd/even conflict, etc.

(c) A sign showing the official name, state road and block number shall identify all roads in the county. These road signs shall be placed at all intersections and shall identify both intersecting streets and may be maintained by the maintenance division of the county department of administration under policies as prescribed by the board of commissioners. Owners and or developers of subdivision roads subject to section 19.5-30(3) shall be responsible for the purchase of road signs at a cost established by the board of commissioners. Should an individual or group of citizens petition to change the name of a road, that individual or group shall be responsible for the purchase of new road sign at a cost established by the board of commissioners.

(d) Road name signs shall be uniform throughout the county in accordance with the Governor's Highway Safety Program.

(e) Due to confusion for public safety personnel, road name signs shall be posted only on official roads within the county, e.g. only those names identified in the Master Street Addressing Guide (MSAG) and/or on file with the county planning department.

(Res. of 10-15-01, § 4)

#### **Sec. 19.5-30. Road naming and petitioning process.**

Roads that have no name on file in the MSAG may be assigned an official name through the process established in this section. Furthermore, existing roads that present

complications for emergency response efforts or confusion to the general public may have their name changed or modified pursuant to the provisions of this section.

(1) *Public hearing and notice.* Prior to naming, renaming, or reassignment of addresses to any roads within the jurisdiction of this article, the board of commissioners shall conduct a public hearing on the matter. At least ten (10) days prior to the hearing, notice of the time, place and subject matter shall be prominently posted at the county courthouse, in at least two (2) public places in the township(s) where the road is located and publish a notice of such hearing in a newspaper of general circulation in the county. After naming or renaming a road, or assigning or reassigning street numbers on a road, notice of the action shall be given to the local postmaster with jurisdiction over the road, to the board of transportation and to any municipality lying within five (5) miles of the road.

(2) *Petitions.* Property owners along a road proposed for naming or changing shall be notified by the planning department of the intent. Property owners will be encouraged to submit a road naming petition (Appendix A, on file in the office of the county clerk) within a thirty-day period to prevent assignment of a generic name. Road name petitions returned to the planning department will be categorized and processed as follows:

a. *Unanimous petitions.* Petitions having one hundred (100) percent of property owners in agreement as to a proposed road name. Petitions in this category may be approved by the board of commissioners following a public hearing.

b. *Majority petitions.* Petitions having a majority of property owners in agreement as to a proposed road name choice. Fifty (50) percent plus one (1) of the property owners along the road to be named or changed shall constitute a majority. Petitions in this category may be approved by the board of commissioners following a public hearing.

c. *Special consideration.* Petitions in this category do not qualify as either a unanimous or majority due to (a) less than majority property owners signatures, or (b) lack of a submittal. Petitions in this category will be processed as follows:

1. *Less than majority.* All property owners along the road to be named will be notified by the planning department of the proposed road name choice and further informed that no additional petitions will be accepted for consideration and final action on the petition will be taken by the board of commissioners at a public hearing.

2. *Lack of submittal.* Failure to return a road naming petition within thirty (30) days to the planning department shall indicate that property owners along the road to be named are in general agreement with the generic name proposed by the planning department. Final action will be taken by the board of commissioners following a public hearing.

(3) *Address reassignment.* Due to duplication, block range inconsistency, odd/even conflict or other types of address anomalies, the planning department may recommend to the board of commissioners that existing address be corrected when no other feasible alternative exists. Property owners and occupants of the structure(s) to be reassigned addresses shall be notified by the planning department of the intent and rationale for

change. Procedures for adoption of the address reassignments shall be as established in subsection (1).

(4) *Subdivision roads.* New roads in subdivisions, constructed or dedicated after these amendments, may obtain administrative approval for road name choices from the planning department provided the choices are not deceptively similar to an existing road name elsewhere in the county. The road names shall be depicted on the final plat recorded with the county register of deeds.

(5) *Proposed road names.* Road names proposed for consideration may not be duplicated elsewhere in the county or sound deceptively similar to an existing road name. Furthermore, the use of specific names of individuals or property owners along the road is discouraged. In addition, directional identifiers and thoroughfare abbreviations (See Appendix B) may not be used in conjunction with an existing root name for consideration as a proposed road name.

## Appendix B

### Street Suffixes and Accepted\* Abbreviations

The suffixes and abbreviations listed below have been agreed upon by both city and county officials as the accepted list of suffixes for use in the naming of streets. Also, from this point forward the following rules shall apply:

- (1) Under no circumstances shall "Extension" (abbreviated Ext) be considered a viable street suffix.
- (2) Street suffixes may not be used in the proper name of the street.
- (3) Directional prefixes may not be used in the proper name of the street.
- (4) Duplicate proper street names (with regard to pronunciation as well as spelling) are not permitted, regardless of street suffix.

Street Suffix	Accepted Abbreviation
Alley	Aly
Annex	Anx
Avenue	Ave
Boulevard	Blvd
Causeway	Cswy
Circle	Cir
Court	Ct
Drive	Dr
Expressway	Expy
Freeway	Fwy
Highway	Hwy
Lane	Ln

<b>Street Suffix</b>	<b>Accepted Abbreviation</b>
Loop	Loop
Motorway	Mtwy
Parkway	Pkwy
Pike	Pike
Place	Pl
Point	Pt
Ramp**	Ramp
Road	Rd
Run	Run
Street	St
Terrace	Ter
Trace	Trce
Trail	Trl
Way	Way

\* The accepted abbreviations given are drawn from United States Postal Service Publication 28, "Postal Addressing Standards".

\*\* "Ramp" added on April 3, 2001 to cover interstate on/off ramps.

### **Secondary Unit Designators and \*Accepted Abbreviations**

<b>Secondary Unit Designator</b>	<b>Accepted Abbreviation</b>
Apartment	Apt
Basement	Bsmt
Building	Bldg
Department	Dept
Floor	Fl
Front	Frnt
Hangar	Hngr
Lobby	Lbby
Lot	Lot
Lower	Lowr
Office	Ofc
Penthouse	Ph

Secondary Unit Designator	Accepted Abbreviation
Pier	Pier
Rear	Rear
Room	Rm
Side	Side
Slip	Slip
Space	Spc
Stop	Stop
Suite	Ste
Trailer	Trlr
Unit	Unit
Upper	Uppr

\* The accepted abbreviations given are drawn from United States Postal Service Publication 28, "Postal Addressing Standards".

(Res. of 10-15-01, § 5)

#### **Sec. 19.5-31. Address assignment procedures.**

(a) *General.* County roads were converted to E911 based addresses in 1992. Addresses not occurring in municipalities were generally assigned based on building location using a block range of one-tenth mile. This means there are one hundred (100) addresses assigned for every one-tenth of a mile or block. As a general rule, all odd numbered addresses reside on the east side of the road for those roads running north/south and the south side for those running east/west. Note: This rule only applies to addresses originally assigned in 1992.

As of the delivery and approval of this address project, addresses will be computer generated based on their location and assigned to a structure address database. New addresses will then be visually compared with adjacent addresses for accuracy and completeness and forwarded to the E911 center.

(b) *New streets.* Addresses for new streets will be assigned using the one-tenth of a mile block according to distance of the lot/structure from the intersection of the connecting road/street. Structures on a corner of two (2) streets will be assigned according to the street in which they face. New streets will be assigned a number beginning with either 100 or 1000. New streets intersecting with existing streets at the 1000 block or higher will be assigned beginning with 100. New streets intersecting with existing streets at the 900 block or lower will be assigned beginning with 1000.

Addresses will be assigned in sequential order with odd addresses on the left and even on the right beginning from the intersection of the major connecting road/street.

(c) *Existing streets.* New addresses will be assigned on existing streets according to the same one-tenth mile block. If the numerically assigned address is in conflict with existing

addresses on that street then the county may adjust the new address to conform to a consistent address within that street.

In the case that a new address to be assigned cannot be fit into the existing address scheme of the road, and the inconsistency of addresses is determined to be a public danger, the county may reassign addresses in order to create a consistent range of addresses for that street.

(Res. of 10-15-01, § 6)

#### **Sec. 19.5-32. Administration and jurisdiction.**

(a) The planning department will be responsible for the interpretation and administration of this article, including:

- (1) Assigning all numbers for properties and buildings required to have a road address.
- (2) Maintaining address records of each property and building.
- (3) Recommending change of existing addresses when necessary to facilitate sequential house numbers along a road.
- (4) Designating individual unit addresses within the multiple housing units in conformity with this article.
- (5) Assisting the public in complying with the requirements of this article.

(b) This article shall apply in all areas of the county not within a municipality.

(Res. of 10-15-01, § 7)

#### **Sec. 19.5-33. Display of road address numbers.**

(a) Road address numbers must be clearly displayed so that the location can be identified easily from the road.

- (1) The official address number must be displayed on the front of a building or at the entrance to a building which is most clearly visible from the street or road during both day and night.
- (2) If a building is more than seventy-five (75) feet from any road, the address number shall also be displayed at the end of the driveway or easement nearest the road which provides access to the building.

(b) Numerals indicating the address number of a single family dwelling shall be at least four (4) inches in height and shall be posted and maintained so as to be legible from the road.

(c) Numerals for multiple dwelling units and nonresidential buildings shall be at least six (6) inches in height and shall be placed on the front of the building facing the road or on the end of the building nearest the road.

(d) Numerals must be of contrasting color to the background.



(e) The planning department will have the right to authorize and approve alternate methods of displaying house numbers which meet the intent of this article when strict adherence to these standards cannot reasonably be met.

(Res. of 10-15-01, § 8)

#### **Sec. 19.5-34. Enforcement.**

(a) No building permit shall be issued until an official house number has been assigned for a lot. However, in the case that a road must be named by the petition process before an official house number can be assigned, permits may be issued after a completed petition is submitted to the planning department for the approval process.

(b) No certificate of occupancy will be issued until road address numbers are properly displayed.

(c) Owners or occupants of buildings already constructed which do not comply with this article will be notified and requested to meet these requirements within sixty (60) days from the date of the notification. A warning notice will be issued after sixty (60) days if the requirements have not been met. If the owner or occupant does not comply voluntarily with this article within thirty (30) days of delivery of a warning notice by registered or thirty (30) days of delivery of a warning notice by registered or certified mail or by hand delivery to the building in violation, enforcement action pursuant to G.S. 153A-123 may be initiated.

(Res. of 10-15-01, § 9)